



## County of Solano Community Healthcare Board

### REGULAR GOVERNING BOARD MEETING MINUTES

Wednesday, October 18, 2023

In Person Meeting

#### Members Present:

At Roll Call: Michael Brown, Ruth Forney, Charla Griffith, Gerald Hase, Deborah Hillman, Anthony Lofton, Don O'Conner, Brandon Wirth.

**Members Absent:** Tracee Stacy, Sandra Whaley, Robert Wieda.

#### Staff Present:

Bela Matyas, Dr. Michele Leary, Dona Weissenfels, Julie Barga, Desiree Bodiford, Cynthia Coutee, Rebecca Cronk, Nina Delmendo, Katreena Dotson, Cheryl Esters, Krista McBride, Dr. Reza Rajabian, Noelle Soto, Kathryn Power, Danielle Seguerre-Seymour and Patricia Zuñiga-Gerhardt.

#### 1) Call to Order- 12:10 pm

- a. Welcome
- b. Roll Call

#### 2) Approval of the October 18, 2023 Agenda

Motion: To approve the October 18, 2023 Agenda.

Motion by: Michael Brown and seconded by Deborah Hillman

Discussion: None.

Ayes: Michael Brown, Ruth Forney, Charla Griffith, Gerald Hase, Deborah Hillman, Anthony Lofton, and Don O'Conner, Brandon Wirth.

Nays: None

Abstain: None

Motion Carried

#### 3) Public Comment

There was no Public Comment.

#### Regular Calendar

#### 4) Approval of Minutes

Approval of the September 20, 2023 Draft Minutes



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Motion: To approve the August 16, 2023 Draft September 18, 2023 Minutes

Motion by: Don O'Connor and seconded by Ruth Forney

Discussion: None.

Ayes: Michael Brown, Ruth Forney, Charla Griffith, Gerald Hase, Deborah Hillman, Anthony Lofton, and Don O'Conner.

Nays: None

Abstain: Brandon Wirth.

Motion Carried

### 5) Clinic Operations Reports

- a. **Staffing Update** — Dona Weissenfels
  - i. Dona shared that there was a lot of provider recruitment happening and that the Senior Health Services Clinic Manager and Fairfield Health Services Clinic Manager candidates are in the hiring process and she expects them to be onboard in late November or early December.
- b. **Credentialing Update** — Desiree Bodiford
  - i. Desiree reported that screening took place for 131 employees and there were no sanctions.
- c. **HRSA Grants update** — Noelle Soto
  - i. Noelle mentioned that FHS was awarded the HRSA Bridge Access Program, in the amount of \$26,067.00 and that it was calculated based on the UDS 2023 numbers reported. The purpose is to support maintain COVID-19 vaccination, testing and therapeutic services. She will bring budget and additional grant information for review and approval in November.
  - ii. Noelle mentioned the Non-Competing Continuation (NCC) Progress Report for the Ryan White HIV/AIDS Program Part C Grant opened and is due November 17, 2023 and the Health Center Program Grant (H80 HCP) opened and is due December 8, 2023.
- d. **Grievances/Compliments** — Rebecca
  - i. Rebecca stated the report covered July and August of 2023.
  - ii. She stated that the grievances are primarily scheduling, which is due to a shortage of providers. Also, there currently are eight (8) categories and they are working on written explanations of each category. Will present these at a future meeting.
- e. **Compliance** — Cheryl
  - i. Cheryl stated there were no compliance updates to report.
- f. **Finance** — Nina Delmendo
  - i. Nina mentioned there was an FHS Quarterly Financial Report later in the agenda up for Board approval.
- g. **Referrals** — Cynthia Coutee
  - i. Cynthia thanked Dr. Leary for her assistance in the data submitted for the reports, which covers January through July 2023 and the reports highlight the reasons for referrals.



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- iii. Cynthia also mentioned that there was discussion to possibly have a specialty provider in the clinics, to see patients.
  - h. **Major Project Updates** — Dona Weissenfels
    - i. There were no updates to report.
  - i. **QI update** — Dr. Michele Leary
    - i. Dr. Leary stated there were no data updates and it is the end of the year push for measurements. There are 30 appointments scheduled for hypertension, A1C, mammogram, PAPs and Cologuard, all the measurements, tomorrow and Tuesday.
    - i. Dr. Leary asked about follow ups of “no shows” for appointments. Cheryl stated she would check and follow up with Dr. Matyas and Dona. Dona will reach out to PHC regarding the dates.
  - j. **Revenue Cycle Management** — Nina Delmendo
    - i. Nina mentioned there was no report, but that Dona and she are discussing and evaluating the report content, so the data is relevant and on track.
  - k. **FHS Clinic Q-Matic Stats** — Noelle Soto
    - i. Noelle mentioned the Q-Matic data includes August and September 2023. She also discussed the relation of no-shows and tracking facilitating double booking and possibilities with new EHR (OCHIN).
- 6) HRSA Project Officer Report- Dona Weissenfels;**
- a. Health Center HRSA Project Officer Update
    - i. Health Center Activities – Internal and External
      - Internal
        - Dona mentioned that FHS was approved to have a Sole Source Contractor, Facktor Health, to help with the planning and transition from NextGen to EPIC Electronic Health Records (EHR). FHS still needs an IT Manager.
        - She mentioned the transition to EPIC is scheduled to start February 2024 and be implemented by September 2024.
        - Board Member Ruth Forney suggested FHS to think about marketing and rebranding of FHS during the transition and implementation of the new program. She also mentioned that people in the community still are unaware that there are County Clinics.
      - ii. Dona stated that she will have the Strategic Plan on the agenda at the next meeting.
      - iii. Dona thanked Rebecca and Cynthia for their effort with crating standard Call Center scripts, which give options for care and preventing misinformation.
      - iv. Dona stated the HRSA VOSV results were received and she has reached out to the assigned HRSA Representative to address Corrective Action. All corrective actions are due to HRSA January 2024. She reviewed some of the findings with the Board.
- 7) Business Governance**
- a. Review and consider approval of the California Department of Health Care Services (DHCS), Equity and Practice Transformation (EPT) Provider Directed Payment Program Grant Application — Dona Weissenfels
    - i) **Action item:** The Board will consider approval of submission, of the DHCS EPT Provider Directed Payment Program Grant Application.



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Discussion: None.

Motion: To approve the submission of the DHCS EPT Provider Directed Payment Program Grant Application

Motion by: Ruth Forney and seconded by Don O'Conner

Ayes: Michael Brown, Ruth Forney, Charla Griffith, Gerald Hase, Deborah Hillman, Anthony Lofton, Don O'Conner, Brandon Wirth.

Nays: None

Abstain: None

Motion Carried

- b.** Review and consider approval of the Quarterly Financial Report — Nina Delmendo  
**i) Action item:** The Board will consider approval of the Quarterly Financial Report

Discussion: None.

Motion: To approve the

Motion by: Ruth Forney and seconded by Deborah Hillman

Ayes: Michael Brown, Ruth Forney, Charla Griffith, Gerald Hase, Deborah Hillman, Anthony Lofton, Don O'Conner, Brandon Wirth.

Nays: None

Abstain: None

Motion Carried

### **8) Discussion**

- a. Request an update on the status of the Family Health Services (FHS) Credentialing Policy. A draft was submitted during the "CRO Period", HRSA Audit. The draft has not yet been presented for approval to the Community Healthcare Board.
- Desiree Bodiford addressed the Board and said that they are reviewing the policy, but there are only 1.5 staff members in the Credentialing Team, and they are new to credentialing. The Team is doing the best they can with limited resources.
  - She stated that they really need to have a Credentialing Committee and with limited staff, she has been researching to possibly outsource Credentialing. In the meantime, she asked the Board to give Credentialing time to review the policy and ensure that it meets state and federal requirements. Without a Credentialing Committee, it will take about three (3) years to have a policy in place that is accurate and correct. She asked the Board if she could present a



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Credentialing Procedure in one year which precedes a policy. The Board agreed to wait one year.

### 9) Board Member Comments

- i. Board Member Ruth Forney comment on the September 21, 2023 Health Center Skills Fair, which all FHS Staff attended. She said it was very good and heard that the employees had a good time and learned a lot.

### 10) Adjourn: To the Community Healthcare Board Meeting of:

**DATE:** October 18, 2023  
**TIME:** 12:00 p.m. — 2:00 p.m.  
**Location:** Multi-Purpose Room  
2101 Courage Drive  
Fairfield, CA 94533

The Meeting was adjourned at 1:34 p.m.

#### Handouts

- September 20, 2023 draft minutes
- Clinic Operations Report – Family Health Services Staffing Update
- Clinic Operations Report – Employee Services Unit (ESU) Status Report
- Clinic Operations Report – Family Health Services Grievance Report
- Clinic Operations Report – Family Health Services Referrals
- Clinic Operations Report – Queue Management (Q-Matic) Stats
- California Department of Health Care Services Equity and Practice Transformation Payments Program, Guidance for Medi-Cal managed Care and Plans and Provider Groups, June 2023.
- Quarterly Family Health Services Financial Report